

# Adverse Weather Guidelines

The information below summarizes how UNC Wilmington operates during winter weather conditions. Guiding that process is [Adverse Weather and Emergency Event Policy](#), the weather policy which took effect Jan. 1, 2016.

**The safety of our students and employees is our number one priority in making any weather-related decision about campus operations.** Unless the university announces a change in status, the campus operates on a regular schedule. Based on information from university public safety, local law enforcement agencies, the National Weather Service, and other sources, the university may activate one of three **Adverse Weather Conditions (Condition 1, Condition 2, and Condition 3)** described below.

Under the new Adverse Weather and Emergency Event Policy, the three **Adverse Weather Conditions** are:

- **Condition 1: Reduced Operations**
- **Condition 2: Suspended Operations** and
- **Condition 3: Closure**

## Overview Of Adverse Weather Conditions

Condition Level	Student & Faculty Effect	Non-Faculty (Staff) Employee Effect	
		Non- Mandatory Employees	Mandatory Employees
Condition 1 – Reduced Operations	Classes held. Individual faculty may use discretion to adjust class schedules and arrange make-up work.	Employees can decide to leave early, arrive late, or not report, with timely notice to supervisor. Employees use leave if not working. Alternatively, <i>and only with supervisor approval</i> , employees may work from home or alternate site.	Employees must report to or remain at work unless otherwise notified.
Condition 2 – Suspended Operations	Classes cancelled.	Employees must not report, or must leave campus. Employees use leave if not working. Alternatively, <i>and only with supervisor approval</i> , employees may work from home or alternate site.	Employees must report to or remain at work unless otherwise notified.
Condition 3 – Closure	Classes cancelled.	Employees must not report, or must leave campus. Employees do not use personal leave if not working.	Employees must report to or remain at work unless otherwise notified.

## Description Of Adverse Weather Conditions

### Condition 1 – Reduced Operations

**Summary: The University is open.**

Current conditions may not pose severe safety risks or logistical challenges, but an event has significant potential to negatively affect – or already is affecting – local area commuting, important campus services, or the efficient functioning of campus buildings and grounds. Employees, faculty, and students should consider their own personal circumstances to determine whether to report late, leave early, or not report at all.

- **Non-mandatory employees**, *after informing their supervisors in a timely manner*, have the option to report to work late, leave early, or not report to work.
  - These employees must use available personal leave time (compensatory, vacation or bonus) to cover any time away from regular work hours.
  - **Alternatively, and only with supervisor approval (not mere timely notice to the supervisor)**, these employees may be permitted to work from home or alternate sites when, in the supervisor’s discretion, it is feasible and safe for this to occur. Employees working away from campus do not use leave. Even so, such arrangements may not be practicable for all types of employees or during every type of adverse weather or emergency event.
- **Mandatory employees** (whose presence has been designated mandatory to university operations during adverse weather or emergency events) are expected to report to work or remain on the job, and if deemed necessary by their supervisor, to work a differing schedule or shift than normally assigned.
  - **The University may also take the unusual measure of “calling-in” employees who are not normally designated as “mandatory” and temporarily assign them to this status, if a specific adverse weather or emergency event requires it.**

### Condition 2 – Suspended Operations

**Summary: The University is open only for mandatory operations.**

Safety risks or logistical challenges are severe, and there is substantial interest to have a relatively limited number of individuals travel to or remain on campus. **Classes are cancelled; all non-mandatory operations are suspended; only mandatory employees must report to or remain work.**

- **Non-mandatory employees** must not report to work and must leave campus.
- These employees must code available personal leave time (compensatory, vacation or bonus) for any work time missed, unless:
  - the supervisor authorized off-site work arrangements, or
  - the Governor issued an executive order permitting leave with pay for any missed work time.
- **Mandatory employees** must report to work or remain on the job, unless otherwise directed by supervisors.

## Condition 3 – Closure

**Summary: The University is closed.**

Conditions pose the most severe risks to health and safety or present the most difficult logistical challenges that will severely impede the efficient and effective functioning of the University. (Examples of such conditions include a substantial numbers of downed trees and/or power lines, uncontrolled flooding over a significant portion of the local commuting area, risks to building stability or safety, or loss of critical utilities). **Classes are cancelled; offices and facilities are closed; only mandatory employees must report to or remain at work.**

- **Non-mandatory employees** must not report to work and must leave campus.
  - These employees are not required to use personal leave time when absent from work in Condition 3.
  
- **Mandatory employees** must report to work or remain on the job, unless otherwise directed by supervisors.

Note: Under the new UNC System policy, Condition 3 would be an extremely rare occurrence given typical winter weather.